

SMART Board Training – An Introduction

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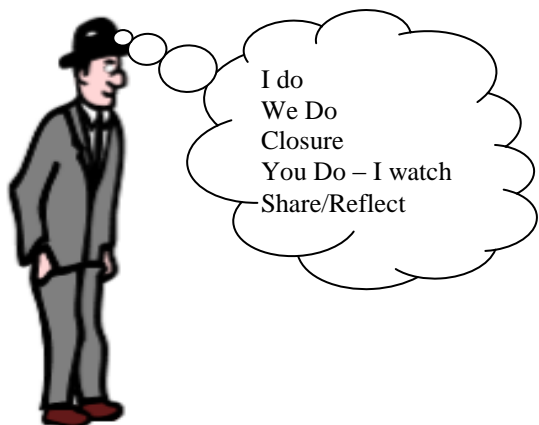


Workshop Objectives:

- ❖ Create, open, copy, and delete files and folders
 - ❖ Understand SMART Board terminology, orientation, and troubleshooting.
 - ❖ Understand basic SMART Board operations
 - ❖ Create and save a basic SMART Notebook file
 - ❖ Locate websites to use with the SMART Board
 - ❖ Locate appropriate SMART Board lessons for use in the classroom
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PART 1: Getting Started

- ❖ SMART Board Parts ([Hardware basics](#))
 - Projector
 - Turning on and off
 - Laptop computer or desktop computer
 - Laptop or desktop
 - SMART Board
 - Connections for SMART Board and others on computer
 - Pens, Eraser
 - Lights
 - Error messages



Part 1 - SMART Board Basics
SMART Skill Set: Demonstrate the ability to do the following:
1. Connect the computer, projector, board
2. Turn off the projector safely
3. Orient the SMART Board
4. Open the SMART Board Toolbar
5. Use the onscreen keyboard and change the views
6. Use the right mouse button
7. Launch the help and support screen
8. Write notes using the digital ink layer
9. Capture notes in the digital ink layer into Notebook software
10. Open SMART Notebook software (10.0/11.0)

Part 2 - Notebook Software Basics

SMART Skill Set: Demonstrate the ability to do the following:

1. Move the Notebook software toolbar to the bottom
2. Use the Notebook software Page Sorter sidetab
 - Delete page
 - Clear page
 - Insert blank page
 - Clone page
 - Rename page
 - Screen shade
 - Reorganize pages
3. Use the Notebook software [Gallery sidetab](#)
 - Search for a topic
 - Insert an interactive/multimedia file
 - Think **INTERACTIVE!**
4. Use the Notebook software Properties sidetab
 - Change fill effects (solid, gradient, pattern, image)
 - Change text style
 - Change line style
5. Move the sidetabs to the other side of the SMART Board
6. Use handwriting and shape recognition



❖ Create, save and use basic SMART Notebook file

- Open SMART Notebook
 - Create a Notebook File
 - Type your name on the first page
 - Add Several Blank pages
 - File→Save As→My Documents→File Name: Your Name SMART File
 - Close the file
- Searching for sites to use with your SMART Board
 - CCSD Educational Technology Website - www.ccsdedtech.com
 - Downloading Notebook files from SMART Exchange
 - SMART Notebook > Gallery Tab > SMART Exchange > Click link to <http://exchange.smarttech.com>
 - Downloading lessons from “Shared drive”
 - Conducting an Internet search on Google - <http://www.google.com>
 - Type in a key word to conduct a search
 - Looking at advanced searches in Google
 - Advanced Search link on right of search area

❖ Smart Document Camera – [A brief introduction](#)

❖ Trouble Shooting - Where to go for help

- Help Desk 308-8181
- F1 – universal Help key
- www.smarttech.com




❖ Installation of Notebook Software

- Downloading Notebook files from SMART Exchange
 - SMART Notebook > Gallery Tab > SMART Exchange > Click link to <http://exchange.smarttech.com>

- Key Code for CCSD employees only:
NB-AEAAQ-BAJIE-ESYZI-UKCAK
 - Key Code may be used at home but cannot leave CCSD

❖ **Course Evaluation**

- 1) Log in to ERO: <http://ero.eschoolsolutions.com>
Organization ID: 49602
User ID: email address
PIN: Last 4 digits of SSN
- 2) Click on the "My Evaluations" tab
- 3) Click "Evaluate" next to the course title

For additional tutorials/help with the basic
use of your SMART Board Please visit: 

<http://irwin-ccsd.wikispaces.com/Smart+Board+Basics>

Notes:

